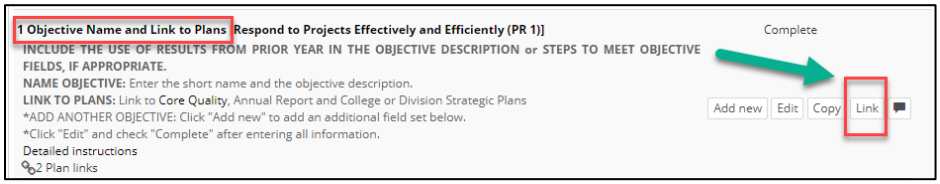
LINK THE OBJECTIVE

You will link each objective to at least two items.

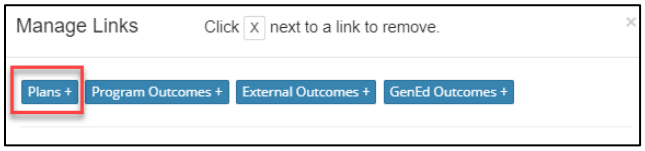
Link Objective to Annual Report

You must link your objectives to your Annual Report Plan in order to include them in your report at the end of the year.

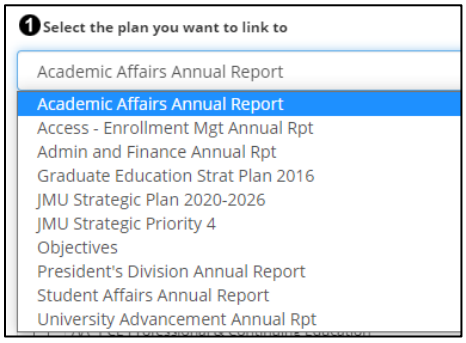
1. For each objective, click on **Objective Name and Link to Plans** to open.
2. Click **Link**.



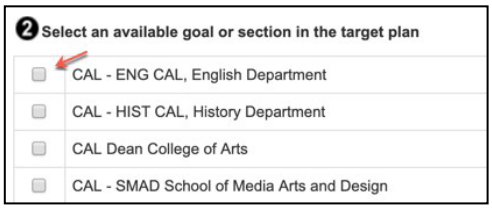
3. Click **Plans**.



4. Click on the drop-down menu and choose the Annual Report for your division.



5. Check the box next to your unit. (This will include the objective in your annual report.) The list is organized by AVP/Dean level. Follow guidelines from your AVP/Dean for instructions about linking to their annual report. Choose your AVP/Dean from the list to link to their annual report.



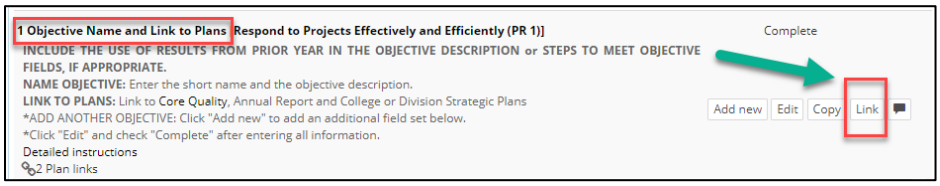
6. Scroll to the bottom and click **Save**.

NOTE: *VPs, AVPs, Deans and Department Heads—be sure to include in your annual report the activities and accomplishments of units that report to you that do not create objectives or annual reports in JMU-STAR. (Check the organizational chart for these areas that include Centers, Clinics, and Institutes.)*

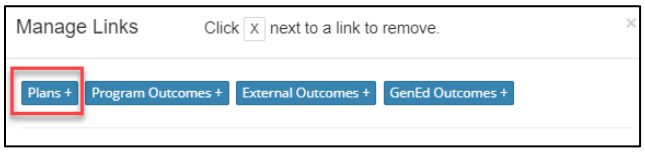
Link Objective to JMU Strategic Plan

A single objective can be linked to several university goals in the strategic plan.

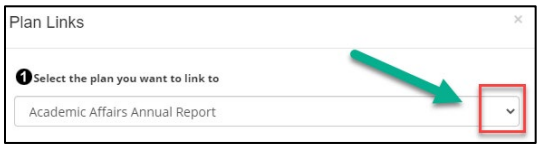
1. For each objective, click on **Objective Name and Link to Plans** to open.
2. Click **Link**.



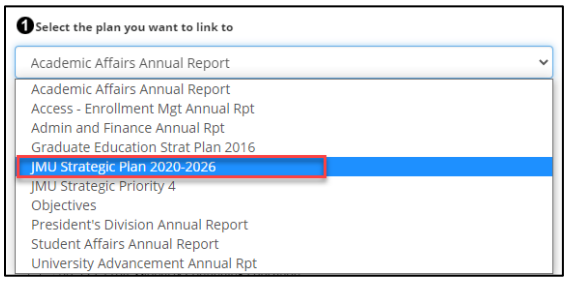
3. Click **Plans**.



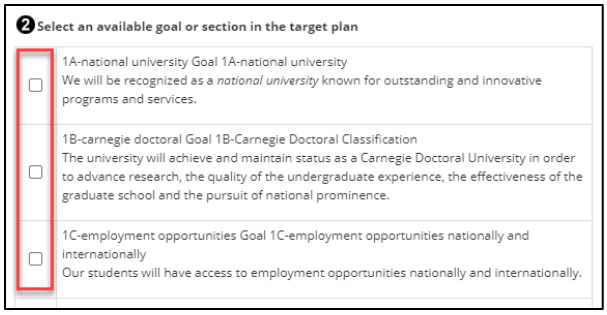
4. Click the drop down to select a plan.



5. Select JMU Strategic Plan 2020-2026.



6. Select all university goals that this objective supports. A detailed list of the Core Qualities and Goals can be viewed at https://www.jmu.edu/jmuplans/core-qualities-goals.shtml
   a. There is an unpublished *Core Quality 12: Other endeavors in support of the university's mission*. Use this core quality only if the objective does not fit into any of the other core qualities.

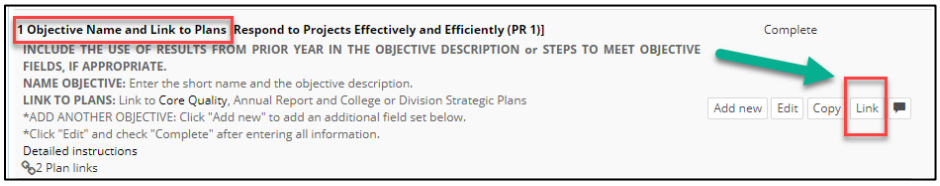


7. Scroll to the bottom and click **Save**.

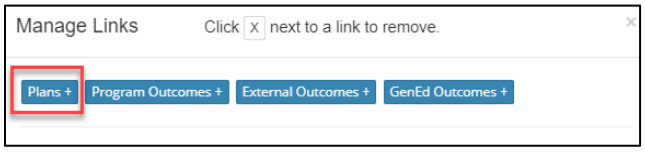
Link Objective to Division Strategic Plan

If your division has a strategic plan, follow your VP's guidelines for linking to your division's strategic plan.

7. For each objective, click on **Objective Name and Link to Plans** to open.
8. Click **Link**.

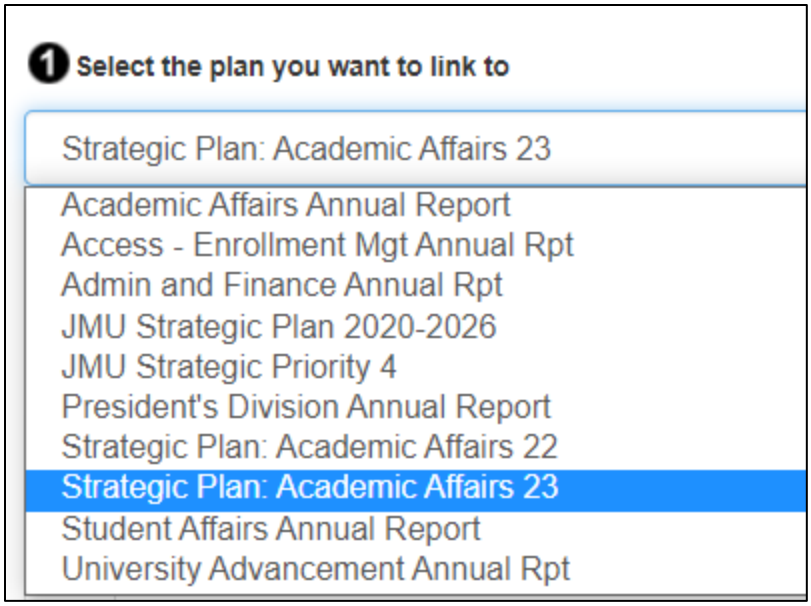


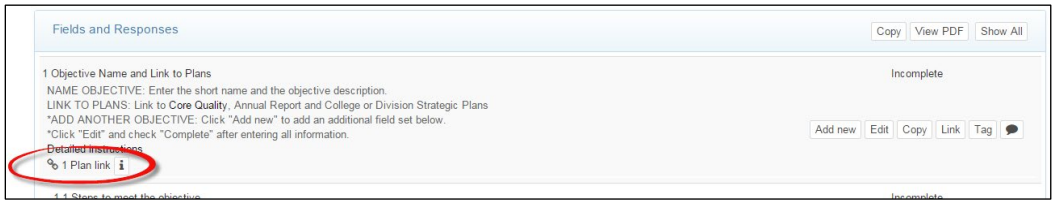
9. Click **Plans**.



10. Click the drop down to select a plan.

11. Select your division's strategic plan.



12. Scroll to the bottom and click **Save**.

The Plan link icon shows the number of plans linked to this first objective. Click on it to see the linkage information.